**CURRICULUM VITAE**

**ADITI GUPTA**

**E-mail:** [aditiguptakal@gmail.com](mailto:aditiguptakal@gmail.com)

**Mobile:** +91 9831944424

**CAREER OBJECTIVE**

To use the best of my knowledge and technical abilities to contribute professionally towards the growth of your organization and enhance my skills in conjunction with the organizational requirements and goals. A long-term growth oriented and challenging career with an institute of repute where I can perform as well as learn more to keep myself well placed with the rapid changing world.

**EDUCATIONAL QUALIFICATION**

* Passed ICSE from St. Dominic School with 2nd division in 2007.
* Passed I.S.C from St. Dominic School with 1st division in 2009.
* Passed B.Com with 2nd division in 2012 from Savitri Girls College, University of Calcutta.
* Cleared Executive level of CS from Institutre Company Secretaries of India.
* CS Professional Results - Expecting

**COMPUTER AND TECHNICAL SKILLS**

* Knowledge of Microsoft Office Applications like MS Word, MS Excel, MS PowerPoint.
* Well acquainted with Tally 9.0 and knowledge of Windows.
* Knowledge on Auditing and Taxation matters, E-filing of PF and ESI.
* Successfully completed Student Induction Programme conducted by ICSI, Hooghly Chapter.
* Successfully completed Professional Development Programme conducted by EIRC of ICSI.
* About to Complete Management Training at Pramod Agarwal & Co.

**WORK EXPERIENCE**

**Name :** FCS PRAMOD AGARWAL

**Designation : PRACTISING COMPANY SECRETARY**

**Duration : 15 months (15TH MARCH 2016 to 30TH JUNE 2017 )**

**Company Name : PRAMOD AGARWAL & CO.**

**Designation : Management Training**

**Name :** CS MANOJ SHAW

**Designation : PRACTISING COMPANY SECRETARY**

**Duration : 15 DAYS SPECILISED TRAINING**

**1ST JULY 2017 to 15TH JULY**

**Company Name : MANOJ SHAW & CO.**

**Designation : Management Training**

**Specify the area of working & area of Expertise**

**JOB DESCRIPITION :**

* Drafting of Minutes as per Companies Act & LLP ACT
* Preparation and uploading of ROC forms.
* E - Fillings Forms/documents on MCA Portal
* Wide Knowledge of DIN.
* DSC requirement.i.e.
* Class 2 Individual; Class 2 Organisation; DGFT 2014; Class 3 Organisation
* Secretarial Work & Compliances as per Rules
* Reconciliation Audit of Share Capital
* Well acquainted with Companies Act 2013 & LLP Act

**PERSONAL SKILLS**

* Good communication skill.
* Ability to deal with people diplomatically.
* Adapting to new places and situations.
* Willingness to learn in a short period.

**PERSONAL PROFILE**

Father’s Name : Shri Anil Gupta

Date of Birth : October 20th 1991

Permanent Address : 5, Watkins Lane, 4TH Floor

Pilkhana, Howrah – 711101.

Present Address : E-303,Shubmangal Greens

Nr,ICB Island,Gota,Ahmedabad

Languages Known : English, Hindi

Hobbies : Listening to music, watching movies

**DATE: 24/06/2017**

**PLACE:** Ahmedabad  **Aditi Gupta**